



## Maine Department of Health and Human Services

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To: MaineCare Electronic Billing Providers  
From: Michael Hall, Acting Director, Office of MaineCare Services  
Re: Electronic Claims Submission to MaineCare - HIPAA Formats  
Date: June 22, 2006

The Office of MaineCare Services (OMS) is pleased to announce that MaineCare is now ready for validation of 837I-Institutional Health Care Claims (4010 A1 ONLY) for approval of the HIPAA Compliant electronic submissions. We anticipate scheduled validation to begin the week of July 3rd, 2006.

Billing Providers: A Registration Packet consisting of a Trading Partner Agreement (TPA) and a MaineCare EDI Registration Form for Billing Providers is required to be completed prior to scheduling.

Providers billing via a Clearinghouse or Billing Agent: A Registration Packet consisting of a TPA and a MaineCare EDI Registration Form must be completed by the provider and clearinghouse/billing agent prior to scheduling.

Providers that submit both 837I and 837P: Validation for 837P's will begin at a later date. If you are a provider that submits both types of claims and wish to wait to test all claim types together, please contact the HIPAA EDI Registration Support Desk at **(207) 287-1783** so that your schedule can be accommodated.

Trading Partner Agreement (TPA) and MaineCare EDI Registration Form- All billing providers must complete and sign two (2) Trading Partner Agreements (TPA) and one (1) EDI Registration Form before we can accept a validation file. The TPA provides non-direct billing providers with the means of authorizing third parties to submit claims on their behalf and for billing providers to register for direct EDI transactions. The forms must also be completed by all clearinghouses and billing services. Providers who send electronic transmissions directly to MaineCare, clearinghouses and billing services must submit files for validation for HIPAA compliance before they can transmit production claims. If you are a billing provider submitting to MaineCare through a billing service or a clearinghouse, please be advised that your validation will be arranged directly with your vendor. If you have questions regarding the completion of your registration packet, please call Provider Enrollment at **1-800-321-5557, Option 6**.

Upon receipt of the Trading Partner Agreements and EDI Registration Form, the Provider Enrollment Unit will contact the applicant if the forms are not completed properly. When the correctly completed forms are received and properly executed internally, the Office of MaineCare Services (OMS) will return one (1) completed copy of the Trading Partner Agreement (TPA) to the applicant. Providers who send electronic transmissions directly to MaineCare, or the Providers clearinghouses/billing agent will be contacted by the Office of Information Technology (OIT) to schedule the actual validation date.

Please visit, review and download the required forms from the Office of MaineCare Services website at <http://www.maine.gov/bms/>. Links from the site contain the following:

- Trading Partner Agreement
- MaineCare EDI Registration Forms
- Instructions on Completing Forms
- Testing Process Document
- Web-based Contact for Assistance with EDI Testing
- Valuable Companion Guides

Please note that you will not be able to use Internet Explorer to transmit files to the Secure FTP required by HIPAA. A Secure FTP Client or other secure modem connection will be required. Free Secure FTP Client downloads are available at such websites as: [www.coreftp.com](http://www.coreftp.com), [www.smartftp.com](http://www.smartftp.com), [www.ftpplanet.com](http://www.ftpplanet.com), [sourceforge.net/projects/filezilla/](http://sourceforge.net/projects/filezilla/), [www.ipswitch.com](http://www.ipswitch.com), and [www.thefreecountry.com](http://www.thefreecountry.com). There are also Secure FTP Clients available for purchase. The State does not endorse any FTP Client and cannot be responsible for providing support to submitters in their use of FTP Clients. Please refer to the Testing Process Document at <http://www.maine.gov/bms/> for more details.

The implementation of the HIPAA compliant EDI Transactions will benefit and streamline the process for members, providers, clearinghouses and the Office of MaineCare Services. We appreciate your continued patience and, with your assistance, hope to realize our vision for a more efficient and HIPAA compliant electronic claims processing system.

Thank You.